



North
Springs
Prospective
College
Athlete
Information
Packet

STEP BY STEP CHECKLIST FOR PROSPECTIVE STUDENT-ATHLETES

Freshmen and Sophomores

1. Start planning now! Meet with high school guidance counselor regarding course selection in order to:
 - ✓ Meet high school graduation requirements and NCAA initial-eligibility requirements.
 - ✓ Take classes that match your high school's list of approved core courses (www.eligibilitycenter.org).
2. If you fall behind, use summer school sessions to catch up. Always check with your guidance counselor before enrolling in a nontraditional course.

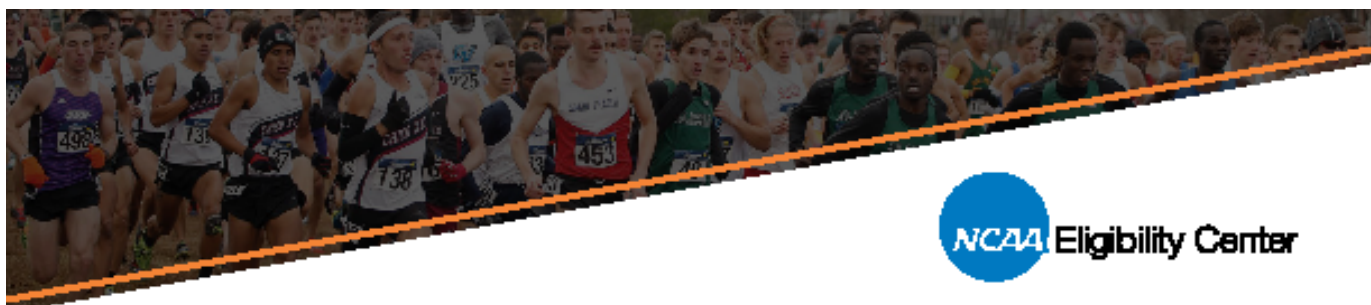
Juniors

1. Continue to take courses that meet high school graduation requirement and meet NCAA initial-eligibility requirements. If you fall behind, use summer school sessions to catch up. Always check with your guidance counselor before enrolling in a nontraditional course.
2. Register to take the ACT and/or SAT test.
 - ✓ When registering for the ACT/SAT, students must select the Eligibility Center as one of the recipients of their test score. **[Code: 9999]**
 - ✓ Take the writing component of the ACT and/or SAT. Many colleges and universities require the writing portion for admissions purposes.
 - ✓ Test scores must be reported to the Eligibility Center directly from the testing agency. Test scores will not be accepted if reported on a high school transcript.
3. At the end of your junior year, register with the NCAA Eligibility Center and complete the amateurism certification questionnaire (www.eligibilitycenter.org).
 - ✓ Registration fee: \$80 for domestic students and \$135 for international students
 - ✓ A fee waiver is available for students who received a waiver of the SAT or ACT fee. Your high school guidance counselor must request the fee waiver online through the Eligibility Center.
4. After you register with the Eligibility Center, the high school must send an official transcript to the Eligibility Center.
 - ✓ The Eligibility Center must have a transcript with at least six semesters to do a preliminary certification.
 - ✓ Transcripts may be sent by regular mail, overnight delivery or electronically. Transcripts cannot be faxed.
 - ✓ If you attended more than one high school, the Eligibility Center will need official transcripts from all high schools.
5. Review transcript carefully before sending it to the Eligibility Center. Compare courses on transcript to your high school's list of approved core courses (www.eligibilitycenter.org).
 - ✓ Are the course titles correct? **[Note:** If the course title on the transcript does not match the terminology on the high school's list of approved core courses, the course will not count as a core course.]
 - ✓ Are the grades correct?
 - ✓ Are the units of credit correct?

Seniors

1. Take the SAT and/or ACT again, if necessary.
2. Continue to take college-prep courses. Check the courses you have taken to make sure they match your high school's list of approved core courses (www.eligibilitycenter.org).
3. Review your amateurism questionnaire responses and request final amateurism certification on or after April 1 (for fall enrollees) or October 1 (for spring enrollees).
4. After high school graduation, ask your high school counselor to send your final transcript to the Eligibility Center.
 - ✓ Review transcript carefully before sending it to the Eligibility Center.
 - ✓ Transcript must show proof of graduation.
 - ✓ Transcripts cannot be faxed.
 - ✓ If you attended more than one high school, the Eligibility Center will need official transcripts from all high schools.

*****Students will not receive final certification by the Eligibility Center until the Eligibility Center has received the student's test scores, final copy of the high school transcript and payment.*****



WEBSITE REGISTRATION CHECKLIST

Take your first step to becoming an NCAA student-athlete at eligibilitycenter.org.

Choose from our two account types to get started:

- 1. Certification Account:** You need to be certified by the NCAA Eligibility Center to compete at an NCAA Division I or II school. You also need to be registered with a Certification Account before you can make official visits or sign a National Letter of Intent in Division I or II.
- 2. Profile Page:** If you plan to compete at a Division III school or are currently unsure in which division you want to compete, create a Profile Page. If at any time you wish to pursue a Division I or II path, you will be able to transition to a Certification Account.

For Certification Accounts, please allow between 30 to 45 minutes to register completely. If you need to exit and come back at a later time, you can save and exit once your account or profile is created.

Reference the Help section located in the top task bar at any time to answer your questions as you work through registration.

Below is a list of items we recommend you have before beginning your registration with the NCAA Eligibility Center:

Valid Student Email

You need a valid email address that you check regularly to register. This is important for updating prospective student-athletes about their account. For more information about accepted emails, please reference our [FAQ](#).

Basic Student Personal Information

This includes information such as your name, gender, date of birth, primary and secondary contact information, and address.

Basic Student Education History

Please include details about all high schools or secondary schools you have attended in the United States or internationally, and additional programs you have attended.

[Check](#) if your school has a list of NCAA-approved courses.

Student Sports Participation History

For Certification Accounts, this includes details for any expenses or awards you received, any teams you have practiced or played with or certain events in which you participated outside of the

traditional high school season. It also includes information about any individuals who have advised you or [marketed](#) your skills in a particular sport. This information helps the Eligibility Center certify your amateur status when it is requested by an NCAA school.

Payment

For Certification Accounts, nonrefundable registration fee for U.S., U.S. Territories* and Canadian students: \$90

*U.S. Territories include American Samoa, Guam, Northern Mariana Islands, Puerto Rico and U.S. Virgin Islands.

Nonrefundable registration fee for international students: \$150

The NCAA Eligibility Center accepts Visa, MasterCard, Discover and American Express. For payment questions, look [here](#). Some individuals may qualify to apply for a [fee waiver](#).

Next Steps

Stay on track in high school and understand these [quick tips](#) to help in your eligibility process.

For more information, please visit: www.NCAA.org/playcollegesports.

NCAA is a trademark of the National Collegiate Athletic Association.

The Game Plan

CHECKLISTS

- Academic Checklist
- Athletic Checklist

FRESHMAN/SOPHOMORE YEARS

- Establish a four-year academic plan to meet all core course requirements.
- Take a strong academic course load.
- Maintain at least a 2.0 grade point average out of 4.0 in core courses.
- Talk with your coach about other opportunities to increase your exposure in your sport.
- Attend summer camps:
 1. For exposure (select camps at colleges that you might want to attend).
 2. To improve skills.
 3. To compare your current skill with others.
- Videotape games.
- Keep records of your athletic achievements, extracurricular activities, etc.
- View college athletic web sites. Most have a simple questionnaire you may fill out and email to the coach. Also view college athletic rosters to see number of athletes graduating, as well as potential trends in recruiting (area, high schools, leagues).

JUNIOR YEAR

- Continue to take a strong academic course load.
- Make certain you are taking the required core academic courses.
- Register for and take the required standardized tests (i.e. SAT, ACT) in spring semester.
- Designate the NCAA to receive SAT & ACT scores when registering for test. NCAA- Code is #9999 on SAT & ACT registration form.
- Attend college nights and fairs and read literature sent to you by schools.
- Begin to visit college campuses.
- Develop a list of prospective schools with the help of counselors and coaches. Consideration should be given to academic achievement and athletic ability.
- Request college applications as early as possible, preferably the summer after your junior year.
- Develop an athletic resume and continue to update records and lists of athletic and extracurricular activities.
- Familiarize yourself with the rules and regulations governing recruiting, eligibility and financial aid.
- Meet with your coach for a thorough evaluation of your athletic ability and, hopefully, you will receive a recommendation for an appropriate level of competition. Be realistic.
- Also, discuss with your coach his/her involvement in your recruitment process. Ask him/her to be proactive on your behalf by responding to questionnaires sent by recruiting coaches.

- Send a letter of introduction and phone call along with your athletic resume/complete the online recruiting questionnaire; to coaches of schools you are interested in attending.
- Continue to attend sports camps.
- Keep a file on each college/university that shows an interest in you.
- Continue to videotape games. Send film to prospective coaches at the end of the junior year. **For spring sports, consider doing this earlier!**
- View college games to assess their level of play and compare it to your level.

SENIOR YEAR

- Continue to work hard in your academic courses.
- Submit NCAA Eligibility Center info in the fall of your senior year.
- Take and/or retake the standardized tests as needed. Check with your counselor for national testing dates.
- Obtain college applications/complete Common App/Coalition App
- Meet with your counselor to review application materials.
- Write a personal statement.
- Complete Financial Aid forms early –*FAFSA* as soon as possible, after October 1st (required to be considered for any type of aid at most colleges) and CSS.
- Continue to visit the campuses of those schools in which you are interested. It is recommended that you either call or write for an appointment to meet with a coach, admissions officer, financial aid advisor and departmental chairperson.
- Apply to several colleges. Even if you are going to apply “early decision” to one college, there is never a guarantee of admittance.
- Continue to write, call, contact via social media, or e-mail coaches expressing interest in their school and athletic programs.
- Update your athletic resume.
- Be prompt in your response regarding college questionnaires or other similar requests.

Students and parents must take the initiative and work on their own behalf. Please do not sit back and wait for someone to do it for you. Staying on top of all the information throughout the high school years makes it easier when the actual time comes to applying for college.

CHECKLIST

College Name (w/ name of coach communicating with)	Make your high school varsity team AND play	Discussion w/coach & athletic advisor	Profile/Resume complete	Introductory Letter/Online Recruiting form/email & phone calls	Letters of Recommendation (w/ application)	HUDL or DVD (ask them what they want)	Follow-up Letter/email/phone call	App. Sent	College Coach Response	Questionnaire (mail or online)	College Visit

SAMPLE RESUME
RESUME FOR
PETER POPE

Peter Pope
2001 37th Ave.
San Francisco, CA. 94116
415-731-7500
popep@comcastic.net

Educational Background: GPA of 3.2/4.0 scale
PSAT of 1200 (610 CR – 590 M)
ACT score 28
SAT score of 1210 (610 CR – 600 M)
Honor Roll 9 & 10
Enrolled in four AP courses
Will pursue degree in Communications

Extracurricular: Student Government 9-12 Natural
Helpers 10-12
St. Vincent de Paul 9-12
Band 9-12

Athletic Background: *Basketball*
Junior Varsity 9, 10
Varsity 10-12
MVP 9
Voted “Mr. Hustle” by coaches 11
All Conference First-Team 12
Most Improved-Summer Select AAU

Soccer
Junior Varsity 9-10
Grade 9: center halfback, 8 goals
Grade 10: left wing, 14 goals First
Team All-Conference

References: Mr. Jim Smith, Head Soccer Coach (jsmith@siprep.org)
Mr. Bill Blas, Head Basketball Coach (bblas@siprep.org)
Mr. Barry Bonds, AAU Head Coach (bbonds@siprep.org)

SAMPLE COVER LETTER TO

COACH

(send with resume)

Date

Peter Pope

2001 37th Ave.

San Francisco, CA 94116

Dear Coach Krzyszewski,

I am a 6'5" junior forward at St. Ignatius College Prep in San Francisco, California. I am interested in attending Duke University after I graduate. As a sophomore, I started for our conference championship basketball team averaging 12 points per game, 8 rebounds and 4 assists. This year, my junior season, I have been elected team captain and currently average 19 points per game. Our team continues to be successful and will look to repeat as conference champions. {Paragraph introduces you and provides basic athletic details...brief!}

Academically, I have a 3.2 GPA and have earned a 1200 on my PSAT score. I plan to take both the ACT and SAT this spring. In addition, my course load this year includes all core requirements as well as two Advanced Placement courses. I will have my college entrance scores sent directly to Duke University and to the NCAA Eligibility Center when completed. My high school will also be sending my 6th semester transcript as it becomes available. {Academic information given in simple, brief form here}

I am very interested in attending Duke University because of its academic excellence, social opportunities and outstanding basketball program. I am particularly impressed with the graduation rate of student-athletes at Duke, as well as the national reputation of the Communications Program. I believe that my academic and athletic skills make me qualified to be considered for the Blue Devil program. {This paragraph is critical, as you communicate detailed facts of interest you know and desire from that coach and their program. Separates them from perception of "blanket approach."}

Please send me information on the Duke program at your convenience and let me know what information I can provide to be evaluated by the basketball coaching staff. Thank you for your consideration. I look forward to hearing from you in the future.

Sincerely,

Peter Pope